

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 5 September 1956

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report #36  
30 August through 4 September 1956

25 YEAR RE-REVIEW

1. SIGNIFICANT ITEMS - None.

2. OTHER ACTIVITIES

a. Clerical Training

(1) During the week of 27 August there were 61 people in Clerical Induction Training and 36 people in Clerical Orientation.

(2) The results of the official Agency tests administered by Clerical Induction for the week of 27 August were as follows: Of 6 people tested in shorthand, none qualified; of 10 people tested in typewriting, 5 qualified.

(3) The results of the official Agency tests administered by Clerical Refresher for the week of 28 August were as follows: Of 2 people tested in shorthand, none qualified; of 3 people tested in typewriting, none qualified.

(4) On 28 August Mrs. [ ] administered a typewriting pre-test<sup>25X1</sup> to seven servicemen who have come on duty and will be assigned to the Office of Communications.

(5) On 29 August an Official Court Reporting Test was given by Clerical Refresher Training to an employee from TSS.

b. Management Training

On 30 August the Management Training staff moved from Alcott Hall to the R & S Building.

c. Orientation and Briefing

Friday, 31 August, was Mr. [ ] last day with the Agency. He was replaced by Mr. [ ] who assumed his new duties on Tuesday, 4 September.

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d. Instructor Training

Nothing to report.

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e. Reading Improvement

Nothing to report.

f. Visual Aids Staff

The weekly activities report of the Visual Aids Staff is attached.

g. Intelligence Training

On 30 August that part of the Intelligence Training faculty heretofore located in Alcott Hall moved to R & S.

h. Intelligence Orientation

(1) Intelligence Orientation #1 began on 4 September with 120 students enrolled. The Director of Training introduced the course with a short talk entitled "Introduction to Training."

(2) The staff of Intelligence Orientation moved to new offices in R & S on 30 August.

i. Administrative Training

Nothing to report.

3. PERSONNEL NOTES

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a. Mr. [ ] will be on annual leave 4-24 September.

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b. Dr. [ ] returned from annual leave on 4 September and Mr. [ ] returned on 5 September.

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c. Mrs. [ ] will be on annual leave through 14 September.

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